

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 37-111**

**19 July 1996**



**Information Management**

**AUTOMATED MANAGEMENT  
INFORMATION SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(CMSgt Susan K. Wynn)  
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(Col Joseph F. Teiber, Jr.)  
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This instruction implements AFPD 37-1, *Air Force Information Management*, and System of Records F030 AF A Biographical Data and Automated Personnel Management File. It outlines procedures for collecting, safeguarding, maintaining, using, and accessing personal information stored on computers or word processors and, or output products under this system which are used in day-to-day management or training of assigned personnel. It applies to active duty and reserve personnel and civilian personnel, including nonappropriated fund employees, assigned to or on duty with any Air Force Reserve organization.

This instruction authorizes the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect, maintain, and update the data prescribed in this instruction are 10 U.S.C. 8013, Secretary of the Air Force; powers and duties; delegation by; implemented by this instruction, and Executive Order 9397, 22 November 1943.

**SUMMARY OF REVISIONS:**

This revision incorporates procedures formerly in AFRESR 4-3, 10 April 1989. General update of text throughout based on changes published in the Federal Register.

**1. Authority.** Air Force System of Records F030 AF A authorizes the collection, maintenance, and use of personal data for personnel management, career development, and training. It was designed and implemented for use by commanders, functional managers, and supervisors to supplement the various automated personnel data systems of records.

1.1. This instruction must be used in conjunction with System of Records F030 AF A Biographical Data and Automated Personnel Management File (attachment 1). It does not supplement or alter any other existing system of records.

1.2. Maintenance of information under this system is optional. Users may maintain any or all data outlined in paragraph 2 unless otherwise stated if a need exists. DO NOT create merely nice to have information and DO NOT overburden this system with information available from other automated sources.

1.3. Commanders, functional managers, and supervisors may use this system and information to manage personnel resources within their jurisdiction. HQ AFRC and numbered air force (NAF) functional managers may use the information to manage functional personnel resources throughout the command. Personnel data used to make management decisions must be accurate and agree with the records maintained in the official Personnel Data System (PDS) as records of official personnel actions.

1.4. Users will not maintain unfavorable information as defined in AFI 36-2907, *Unfavorable Information File (UIF) Program*, under this system.

1.5. Users must maintain and safeguard information according to AFI 37-132, *Air Force Privacy Act Program*, applicable 33 series instructions regarding computer systems security, this instruction, and local directives.

1.6. Users will not maintain officer performance ratings, enlisted performance ratings, or civilian personnel appraisal data such as narratives, summaries, or ratings at any level. (See paragraph 2.1.4.)

1.7. This instruction, AFI 37-132, applicable 33 series instructions, and local directives must be readily available to users and operators of computer and word processors used to store personal information under authority of this system of records.

1.8. The commander, functional manager, or chief of an activity using this system is the local system manager within his or her jurisdiction.

## **2. Categories of Records in the System.** (DO NOT add categories without HQ AFRC/IMD approval.)

### **2.1. Authorized Categories of Records are:**

2.1.1. Data obtained from existing personnel or training records or from the individual. This data includes basic personal information (name, grade, SSN, sex, unit of assignment, duty title, supervisor, office symbol, office telephone number, home address, home phone number, etc.)

#### **2.1.2. Assignment information:**

2.1.2.1. Primary type duty assignment (current/projected, preferred, controlled, special; date eligible for return from overseas; arrival and departure dates; organizations, etc.)

2.1.2.2. Additional duty type (mobility, emergency, augmentee, ancillary; organization; dates; requirements; accomplishments; training needs and frequency; etc.)

2.1.3. Education, training, experience, and qualification records (military and civilian) used to manage personnel in primary, ancillary, augmentee, and similar assignments (basic, technical, professional, specialized, job qualification, and academic training; dates and places; qualification scores, ratings, degrees, license, certification or permits granted, issued or recognized; and training records needed for effective management of personnel; etc.)

2.1.4. Performance, effectiveness, or appraisal reports (report dates, due dates or follow-up actions, etc.). Do not maintain narratives, summaries, scores, or ratings at any level.

2.1.5. Promotion information (dates, eligibility status; below the zone consideration, promotion consideration frequency, stripes for exceptional performers promotions, etc.).

2.1.6. Awards, decorations, and related actions (eligibility, recommendations, board/approving authority actions, and other related administrative actions).

2.1.7. Miscellaneous personnel management actions (alert or recall rosters; wartime, mobility, and similar emergency actions or assignments; shelter duties or assignments, etc.); off-duty employment information; and ON A VOLUNTARILY PROVIDED BASIS ONLY, an individual's involvement in off-duty activities FOR REFERENCE rendering performance or evaluation reports.

2.1.8. Special qualification (military or civilian experience/qualifications used to select members to serve on committees, panels, courts, boards, special duties, etc.).

2.1.9. Dependent information (name, age, sex, nationality, home address, home telephone number, etc.) and special needs such as availability of special education or treatment facilities.

2.1.10. Civilian employee information (position authorization; personnel actions obtained from the employee copy of Standard Form (SF) 50, **Notification of Personnel Action**, or other notice furnished by the civilian personnel office before delivery to the employee; training requirements/schedules; awards and decoration recommendations and actions; performance appraisal cover sheets and performance plans (elements and standards) less actual ratings; and merit promotion work plans, etc.). You may also include the same type information outlined in paragraph 2.1.1, paragraph 2.1.3, paragraph 2.1.7, and paragraph 2.1.8.

2.2. Unfavorable Information. Do not maintain any unfavorable information, as defined in AFI 36-2907, on personnel; however you may establish a flag or alerting character to indicate an unfavorable information file exists elsewhere. You may maintain administrative information such as dates to initiate or terminate observation and dates of certification, review, removal, interviews, and counseling.

**3. Procedures.** The commander or chief of the activity using this system must issue written instructions outlining:

3.1. Persons responsible for security and safeguards.

3.2. Authorized location of equipment.

3.3. Subjects (categories of people) included in the system.

3.4. Categories of records maintained (paragraph 2). List specific categories maintained or refer to the specific paragraph of this instruction.

3.5. Safeguards to prevent unauthorized access to data or equipment.

3.6. Management procedures, to include but not limited to:

3.6.1. Telling who is responsible for inputting and maintaining data accurately.

3.6.2. Access, correction, contesting, and appeal procedures, if different than those listed in AFI 37-132.

DAVID S. SIBLEY, Brig Gen, USAFR  
Assistant Vice Commander

**Attachment 1****F030 AF A (BIOGRAPHICAL DATA AND AUTOMATED PERSONNEL MANAGEMENT FILE)**

**System Name:** 030 AF A - Biographical Data and Automated Personnel Management File.

**System Location:** Headquarters United States Air Force; headquarters of major commands; field operating agencies; direct reporting units; headquarters of unified and specified commands for which Air Force is the Executive Agent, and all Air Force installations and units. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

**Categories of Individuals Covered by the System:** Active duty Air Force military personnel, and Air Force Reserve and Air National Guard personnel. Air Force civilian employees and contractors may be included when records are created which are identical to those on military members. Army, Navy, and Marine Corps active duty military and civilian personnel may be included when assigned to headquarters of unified and specified commands for which Air Force is Executive Agent. Records may be maintained in this system on personnel in a temporary duty (TDY) status for the duration of the TDY.

**Categories of Records in the System:** Biographical information which may include name, rank, social security number, service dates, date of birth, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, names of family members, religion, professional expertise and appointments, membership in professional societies, civic activities and state of license.

Limited locator type information which may include homes address, home phone, home of record and name and address of next of kin. Records relating to assignment to include unit of assignment, authorized and assigned grade, duty title, duty Air Force specialty code or military occupation code, position number, date assigned to organization, estimated date of departure, control tour code, assignment availability date, overseas tour start date, short tour return date, supervisor's name and date supervision began. Performance data, that is, date of last report and date next report due. May also contain limited routine administrative training information consisting of application for training, name and date of course completion, and educational level, when not filed in a separate system. Limited routine correspondence on promotions, military honors and awards, security and letters of appreciation when not filed in a separate system. Additional information as deemed appropriate by the commander/supervisor for effective personnel management, when not filed in a separate system.

**Authority for Maintenance of the System:** 10 U.S.C 8013, Secretary of the Air Force; powers and duties; delegation by, and E. O. 9397.

**Purposes:** This system is established as a management tool to provide commanders and supervisors with a ready reference information file for managing their personnel, manpower and resources. To provide convenient ready reference biographical data for commanders/supervisors requirements. To assist in determining and scheduling workload requirements in support of their organization's assigned mission. This system serves a ready reference locator and can be used to produce manpower reports. Used to determine eligibility/suitability for assignment/reassignment; determine eligibility for retirement related action, to make determinations on discharges or mobilization, deferments, and fulfillment of local or statutory requirements. Records maintained as a historical file while individual is assigned to the unit. Used to answer correspondence/telephone inquiries; updating and, or changing information in computer and, or individual record.

**Routine Uses of Records Maintained in the System, Including Categories of Users and the Purpose of Such Uses:** Records from this system of records may be disclosed for any of the blanket routine uses published by the Air Force.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

**Storage:** Maintained in file folders in computers and on computer output products.

**Retrievability:** Retrieved by name and, or social security number (SSN).

**Safeguards:** Records are accessed by persons responsible for servicing the record system in performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked room and cabinets. Those in computer storage devices are protected by computer system software.

**Retention and Disposal:** Retain in office files until superseded, obsolete, no longer needed for reference, reassignment, separation or retirement of the individual or inactivation of the organization. destroy records on TDY personnel upon completion of the individual's TDY. Records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Computer records are destroyed by erasing, deleting or overwriting.

**System Managers and Addresses:** Director of Information Management, Office of the Administrative Assistant to the Secretary of the Air Force, Washington DC 20330-1000. Local system managers: Commanders/supervisors at the installation, base, unit, organization, office, or function to which the individual is assigned. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

**Notification Procedures:** Individuals seeking to determine whether information about themselves is contained in this system should address inquiries to the system manager or to respective unit commander or supervisor who maintains the records. Official mailing addressees are published as an appendix to the Air Force's compilation of record systems notices.

**Record Access Procedures:** Individuals seeking to access records about themselves contained in this system should address requests to the system manager or to respective unit commander or supervisor who maintains the records. Official mailing addresses are published as an appendix to the Air Force's compilation of record systems notices.

**Contesting Record Procedures:** The Department of the Air Force rules for access to records and for contesting and appealing initial agency determinations by the individual concerned are published in Air Force Instruction 37-132; 32 CFR part 806b; or may be obtained from the system manager.

**Record Source Categories:** The individual, personnel or training records, and records created by commander/supervisor.

**Exemptions Claimed for the System:** None.